



Division Guideline # 43

Date: June 22, 2015

Title: Employee Recognition-Selection of Employee of the Month/Quarter

Application: Applies to Department of Mental Health-Division of Developmental Disabilities Regional Offices.

Purpose: The purpose of this directive is to outline the recognition process for the monthly selection of the Employee of the Month/Quarter.

New Employee Probationary Status: Applies to the first six (6) months of probation following an employee's initial employment at the Regional Office, or any extension of that original probationary period.

Official Regional Office Employee: Applies to all employees on the Regional Office payroll.

Procedures

1. The Regional Office Employee Relations Committee (ERC) shall be responsible for the process of selecting the Employee of the Month/Quarter. The ERC shall designate a member of their committee to serve as the coordinator of the selection process. In the absence of the coordinator, the senior person on the selection committee shall assume the coordinator's duties. The coordinator shall not serve on the selection committee. The coordinator shall be responsible for the following:
 - a. Collection of nominations.
 - b. Verify eligibility for each nominee by obtaining the signature of the nominee's supervisor and the Assistant Director on the Eligibility Verification Form.
 - c. Removing the nominee's name from the nomination form.
 - d. Presenting the nominations to the selection committee.
 - e. Completing the certificate to be presented to the Employee of the month/quarter.
2. A minimum of three (3) persons from ERC shall serve as the selection committee for the Employee of the Month/Quarter.

3. All Regional Office employees are eligible for nomination for the Employee of the month/quarter except the following:
 - a. Regional Directors, Assistant Directors, and Mental Health Managers classified employees.
 - b. Employees who are in new employment probationary status.
 - c. Employees who have been selected for Employee of the Month within the last twelve (12) months; and
 - d. Employees who do not have at least a satisfactory performance appraisal.
4. Nominations may be submitted by any Regional Office employee. Any employee who is aware of outstanding job performance by a co-worker which she/he feels would merit consideration for Employee of the Month/Quarter, is encouraged to complete an Employee of the Month/Quarter Nomination Form (Appendix A). The Nomination Form shall include a descriptive narrative sharing information regarding the employee's outstanding job performance.
5. Completed nomination forms are submitted to the employee's supervisor for approval and then to the Assistant Director – Habilitation for final approval. The Assistant Director – Habilitation shall forward the nominations to the Employee of the Month/Quarter Coordinator. Nominations must be received on or before the fifteenth (15th) of the month to be considered for Employee of the Month/Quarter for the following month. Nominations received after the 15th will be held over until the 15th of the following month and will be considered at that time.
6. The Selection committee shall review each nomination narrative and select the narrative that best describes outstanding job performance, initiative, cooperation, and professionalism.
7. The employee selected for Employee of the Month/Quarter shall be announced on the first working day of each month/quarter or on the first day thereafter, depending upon availability of the recipient and the presenter. The presenter will be the Regional Office Employee of the Month/Quarter Coordinator.
8. The Employee of the Month/Quarter shall receive a certificate and the use of a designated parking space. Any additional monetary gifts are at the discretion of the Regional Office Administration.

This guideline will be reviewed and updated annually, if needed.